


What's New In Roster Verification


1. Users can copy the students from one roster into a new roster

The Add Roster window includes the option to populate the new roster with students from one of that teacher's existing rosters. This action requires that the teacher have at least one roster that contains at least one student. All percentages on the new roster will be set to 100.

Users cannot copy the students from one teacher's roster to another teacher's roster.

2. Icons on the Teacher List provide more information about teachers' access to Roster Verification

A red person icon  indicates a teacher does not have an active account in your district that includes access to Roster Verification. A School Administrator should click the teacher's name to fix the user's access to Roster Verification.

A gray schoolhouse icon  indicates there is no account with access to Roster Verification for this teacher at this school. The teacher has an account at another school in the district and might be able to complete Roster Verification if he or she can access that account. If the teacher cannot access that account, the School Administrator should click the teacher's name to fix the user's access to Roster Verification.

3. Users can apply a percentage to an entire column on a roster

Users can update all the percentages in an Instructional Responsibility column at once.

4. The Overclaimed Student and Underclaimed Student reports are combined to show all claiming information for a student

The School and District Roster Verification Summaries include lists of overclaimed students and underclaimed students.

Previously, clicking a student name in the overclaimed list opened the Overclaimed Student report, which only showed the subjects and grades in which the student was overclaimed, and likewise, clicking a student name in the underclaimed list opened the Underclaimed Student report, which only showed the subjects and grades in which the student was underclaimed.

Now, clicking a student name in either list opens the Student Claims report, which shows all information about how the student is claimed, in the following order:

1. Subjects and grades in which the student is overclaimed, if any
2. Subjects and grades in which the student is underclaimed, if any
3. Subjects and grades in which the student is neither overclaimed nor underclaimed

The Student Claims report is printable in PDF format. Claiming data for a student is not represented on the Student Claims report when:

- The student has been removed from a roster
- A roster that the student is on has been removed
- A teacher who has a roster that the student is on has been removed

5. Clicking the name of an active student opens claiming information for that student

Previously, clicking a student's name on a roster opened the Student History report. It now opens the Student Claims report (described in the previous section). This gives teachers more access to information about how other teachers are claiming students on their rosters. Names of students in the Removed Students section of a roster are not links.

6. New button facilitates navigation

When a teacher navigates from Teacher Roster Verification Summary to a Roster, a **Back to Teacher Summary** button provides faster access to the summary than navigating from the Reports menu. When other users navigate from their summaries, they also see a button that returns them to their summaries.

7. School Admins and School Verifiers do not have to verify an entire school's rosters if they are returned by a District Admin or District Verifier

If a District Admin or District Verifier returns a school's rosters to the school, the teachers are placed in the school's **Verified** list (now titled **Approved** as described in *Miscellaneous text changes* on page 2), instead of the **Ready for Review** list. A School Admin or School Verifier can make specific teachers' rosters editable.

After making all necessary changes, the School Admin or School Verifier re-approves only those rosters. Once all teachers are in the **Approved** list, the School Admin or School Verifier can re-submit them to the district.

8. Miscellaneous text changes

Change "Window" to "Phase"

Previously we referred to the distinct timeframes in Roster Verification as "windows," as in Preview Window, Teacher Verification Window, School Verification Window, and District Verification Window.

"Window" has a specific meaning in computing terminology, which is a rectangular display area containing the user interface of the program it belongs to. We decided to use "phase" for the timeframes in Roster Verification so we can use "window" in its standard sense in the documentation.

Distinguish between "Verify" and "Approve"

We realized there were two ways to answer the question, "How do I verify rosters?" It could be the general process of reviewing and editing rosters, or for school and district users, it could mean clicking **Verify Rosters** and moving that teacher or school to the Verified list. To make a distinction, we changed the wording in two locations. Specifically:

- We changed button text from **Verify Teacher's Rosters** to **Approve Teacher's Rosters**
- We changed "Verify" to "Approve" in the confirmation window
- We changed the title of the **Verified** list to **Approved** and updated the helper text to be consistent.